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22 December 1964

SUPPORT STAFF

MONTHLY REPORT - NOVEMBER 1964

1. Personnel Branch

a. The total on-duty strength at the end of November was [redacted], an increase of 10 over October. This is twenty-two (22) below our projected strength. Fifty (50) applicants, including 20 added during November, are currently in process.

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b. All CER material on GS-12's has been received and is being prepared for submission to the Career Board for its consideration.

c. [redacted] accompanied [redacted] Recruitment Division, Office of Personnel on a recruitment trip during the period 30 November - 4 December. They visited Columbia, S. C. and Jacksonville, Fla. to recruit PI, Programmers, Math^{ametician} and Photogrammetrist. This trip was a part of our overall recruiting effort involving field recruiters, newspaper advertisements, etc.

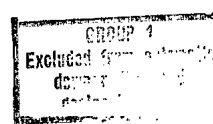
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d. An Honor Award Ceremony honoring 19 Center employees was conducted on 22 November 1964. Mr. Lyman Kirkpatrick, Executive Director, CIA presented the awards and Mr. Ray Kline, DDI, Mr. Emmett Echols, Director of Personnel, and Mr. Arthur Lundahl, Director, NPIC addressed the group. The ceremony was held in the auditorium on the 6th floor and was attended by members of the recipients families as well as guests from NPIC and other parts of the Agency.

e. By the end of November, travel orders were processed as follows:

FY 62	-	149
FY 63	-	196
FY 64	-	248
FY 65	-	319

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SECRET**2. Training Branch**

a. On 9 November 1964, the Training Branch moved to 6N-217 and in so doing inherited the responsibilities coincidental with the general briefing auditorium.

[redacted] was temporarily assigned to the staff of the Training Branch and subsequently has been permanently assigned to this Branch.

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b. The Ground Photography Course (Application of Object Geometry to Photogrammetric Problems) officially began on 16 November with six students in attendance.

c. The Advanced Photogrammetry Course, after several delays, began on 24 November with nine students in attendance.

d. The Chief, PID, validated previous course objectives of the PI Course. It is hoped that this course will begin shortly after the first of the year. It will be conducted in Room 6N-217 on a full-time basis for approximately seven weeks. [redacted] of AIR has been asked to assist in the preparation of materials and will report to the Center on 8 December for an initial conference. [redacted] has also been asked to assist and will be in the Center from 8-11 December. Security clearance updating has been requested for [redacted].

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e. [redacted] has indicated that he and his associates can handle most of the Geography of China Course, however, the second phase is beyond his present capability and he is working with [redacted] to ascertain [redacted] availability and interest in covering this phase. [redacted] will report the reaction of [redacted] to this contact.

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f. [redacted] OTR, has been contacted regarding the next two courses in Management and Supervision. The requirements of the Center have been obtained and OTR has been asked to reserve 21 slots for the Management Training Course, 10-15 January 1965, and 12 slots for the Supervision Course, 1-5 February 1965.

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g. An on-site training trip to Quantico, Virginia was conducted on 4 November 1964 for a total of 37 NPIC personnel. The purpose was to observe the "Final Protective

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Line Demonstration". Four NPIC personnel made a follow-up visit on 5 November to observe the physical set-up of the demonstration during daylight hours.

h. An on-site training trip was initiated for the period 29 November-5 December to four Department of Defense electronics installations in the Southwestern United States. Twelve Center personnel participated in this trip.

i. Arrangements have been made through [redacted] for twelve Center personnel to visit five industrial plants in the Ohio area during the period 6-12 December.

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j. During the period 23-24 November, three Center personnel made an operational tour of two chemical companies located in Louisiana and Texas.

k. The Executive Director, NPIC, approved the proposal that Texas Instruments Corp. be given a contract for the Infrared Training Course. This approved proposal has been submitted to Logistics.

l. The PI material requested by the Air Force for use in their new training program to be conducted at Offutt AFB, Oklahoma has been completed. Much of the material was retyped on new mats and all of it has been received from the Printing Branch. [redacted] has been given all of this material for transmittal to the Air Force.

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3. Security Branch

a. At the request of the Chief, ICB/PSD, the Security Branch has made several inquiries concerning the large scale destruction of waste film locally. Discussions were held with representatives of the Offices of Security and Logistics concerning the use of Headquarters burn facilities. It was learned that these facilities were inadequate even for Headquarters classified waste and could not handle the extra from NPIC. Investigation into this matter will continue. It is hoped that some means for local destruction can be arranged, although nothing is now pending as a possible solution to the problem.

b. A representative of the Building Security Branch, OS, visited Building 213 on two occasions to conduct surveys

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of our guard force. Results of these surveys will be made known to the branch and may result in a streamlining of the force.

c. A memorandum for Division and Staff Chiefs was drafted for signature by the Chief, Support Staff concerning the disposition of classified waste. Such memoranda were distributed during the month, and a distinct improvement in the situation prompting them has been noted.

d. [] Technical Security Division, OS, met with [] of P&DS, and a representative of the Security Branch to discuss results of a technical survey made of the recently installed GE Change Detector. It was learned that the equipment was acceptable for use in Building 213 as long as it was kept at least 50 feet from perimeter walls or unprotected areas. 50X1 50X1

e. Six apparent security violations were discovered and investigated by the Security Branch. Violations have actually been charged in 2 cases and in one other case charges were dropped after it was determined the violation was due primarily to faulty safekeeping equipment. The remaining three cases await final action by NPIC or Agency officials.

f. During the month 5 visitors [] were admitted to Building 213. 50X1

4. Logistics Branch

a. The survey conducted by [] of P&DS to determine NPIC's requirements for de-ionized water of the quality cited in the original specifications for the de-ionized water system uncovered very little if any such requirements. Those occasional requirements which do arise can be met easily by means of the portable de-ionizer located in the Exploratory Development Lab, P&DS. Accordingly, RECD/OL has been requested to notify GSA, Region 3 that rehabilitation of the de-ionized water system will not be required. 50X1

b. The SOMAT Manufacturer has been notified that NPIC is not interested in the modification which they proposed for NPIC's trash destructor. However, Building Services Section will explore the possibility of running some tests on a modified SOMAT machine located in the vicinity.

c. According to the Technical Monitor, the Concord Control Plotter is not expected to reach NPIC before 15 December. With the exception of a transformer and a 150 c.f.m blower, which were delayed because of manufacturing

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difficulties, the site is ready for the plotter. The vendor has promised that these two items will be shipped by Air Express no later than 8 December.

d. The number of work requests received during the month was greater even than that for the previous month. This increase was caused entirely by the large number of reimbursable requests received, which resulted in an unusually high carry-over figure of forty-six. Special emphasis will be placed on completing those twelve jobs which are over thirty days old.

e. On 4 November, the Chief, Supply Division, [redacted] [redacted], was briefed on Supply activities and given a tour of the building. 50X1

f. Because of organizational changes and continuation of the alteration work on the third floor, move activity for the month continued at a high rate. Relocation of the Training Branch, assumption of briefing board responsibility by CSD, and re-arrangement in PAG, the DODCI course, and the Awards Ceremony, accounted for the major moves. Altogether there were twenty-two separate move projects.

g. On 18 November, NPIC's requirements for storage space in the Navy Yard were set forth to Supply Division personnel. It was agreed that NPIC would re-open its request to RECD/OL, but for 4,000 square feet instead of 5,000 square feet. A memorandum to this effect was forwarded to the Chief, RECD/OL. This subject was discussed also with the Chief, Supply Division on his visit to the Center.

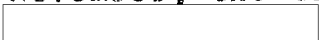
h. As a result of 10-20-40x coordination and inquiry by P&DS, a firm request to procure three enlargers was received from DIA. The addition of this order to the two enlargers requested by PSD/NPIC reduced the unit cost from approximately \$60,000 to \$55,000.

i. On 20 November the Director of Logistics and the Chief, Procurement Division, OL met with the Executive Officer, NPIC and other NPIC personnel to discuss the implementation of the DD/S's directive that all proposals

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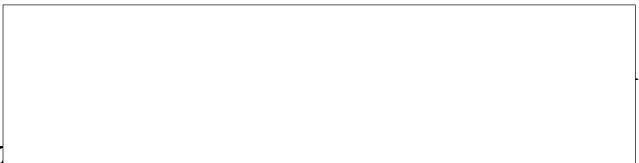
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except those concerning state of the art exploration be made in writing by or through the Procurement Division, OL. It was agreed that probably not more than fifty per cent of NPIC's contract business would be affected and that Mr. William Guthrie, a Procurement Division representative detailed to NPIC, would act for the Procurement Division in matters concerning solicitation of proposals.

j. Seven requisitions totalling \$72,327.00 were prepared for contract action during the month. As of c.o.b. 30 November, the Center had in force 95 contracts totalling 

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✓ Chief, Support Staff

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

MONTHLY TRAINING REPORT

November 1964

No. of People by Component

<u>TYPES OF TRAINING</u>	<u>OPS</u>	<u>SS</u>	<u>MSS</u>	<u>P&DS</u>	<u>IPD</u>	<u>CSD</u>	<u>PD</u>	<u>TID</u>	<u>PSD</u>	<u>PID</u>	<u>PAG</u>	<u>DIA</u>	<u>Total NPIC</u>
OTR Courses	-	-	-	-	1	13	1	-	1	4	-	-	20
NPIC-Conducted Courses*	1	-	-	1	9	6	1	23	1	3	1	1	47
On-Site Training Program	-	-	-	-	-	8	5	3	-	21	10	2	49
External Training	-	-	1	2	11	3	16	20	6	6	-	-	65

* The following components, not listed above, had participants in the NPIC-conducted Reading Improvement Course:

Office of the Director - 3
Assistant for Administration - 1

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